

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
DECEMBER 10 - 14, 2018**

**MONDAY, DECEMBER 10, 2018**

- |          |  |   |
|----------|--|---|
| *3:30 pm | Professional Football Stadium District | MVP Box 4039, Lambeau Field Atrium<br>1265 Lombardi Avenue              |
| *4:30 pm | Neville Public Museum Governing Board  | 3 <sup>rd</sup> Floor Board Rm, Neville Public Museum<br>210 Museum Way |
| *5:30 pm | Executive Committee                    | Room 200, Northern Building<br>305 E. Walnut Street                     |

**TUESDAY, DECEMBER 11, 2018**  
(No Meetings)

**WEDNESDAY, DECEMBER 12, 2018**

- |          |                          |   |
|----------|--------------------------|---|
| *1:30 pm | Land Information Council | Room 200, Northern Building<br>305 E. Walnut Street |
|----------|--------------------------|---|

**THURSDAY, DECEMBER 13, 2018**

- |          |   |  |
|----------|---|--|
| *7:45 am | ADRC – <i>Nominations and Human Resource Committee</i>      | ADRC<br>300 S. Adams Street                                    |
| *8:30 pm | ADRC – <i>Board of Directors</i>                            | ADRC<br>300 S. Adams Street                                    |
| *9:00 am | Fire Investigation Task Force - <i>Board of Directors</i>   | Brown County Sheriff's Office<br>2684 Development Drive        |
| *5:15 pm | Human Services Board  | Board Room A, Sophie Beaumont Bldg.<br>111 N. Jefferson Street |
| *5:30 pm | Education and Recreation Committee – <i>Special Meeting</i> | Room 200, Northern Building<br>305 E. Walnut Street            |
| *5:45 pm | Education and Recreation Committee                          | Room 200, Northern Building<br>305 E. Walnut Street            |

**FRIDAY, DECEMBER 14, 2018**  
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**GREEN BAY/BROWN COUNTY  
PROFESSIONAL FOOTBALL STADIUM DISTRICT  
AGENDA  
MONDAY, DECEMBER 10, 2018  
3:30 P.M.**

**MVP BOX 4039  
Enter American Family Insurance Gate  
Follow Signs to 4<sup>th</sup> Level**

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Request for Approval of the Minutes – October 8, 2018 and November 6, 2018
6. Communications:
  - A. *Green Bay Press Gazette* December 2, 2018, Article “Paul McCartney Coming to Lambeau Field Next Year”
  - B. Late Communications (if any)
7. Consideration of Resolution 109 – Authorizing Approval and Adoption of 2019 Budget
  - Budget Assumptions
  - Line Item Detail
  - Highlights (to be provided)
8. Special Events & Economic Development Fund Update:
  - A. Detail of Special Events and Economic Development Fund
  - B. Funding Request – WIAA State Tournament(s)
  - C. Revised Special Event and Economic Development Fund Event Benchmarks and Capital Project Guidelines (Approved 11-6-18) – Section III. Special Events (held in the seating bowl)
  - D. Future Special Events
9. September and October 2018 Financial Reports
10. Director’s Report
11. Resolutions of Recognition
12. Other Matters Authorized by Law
13. Motion to Adjourn

*Any person wishing to attend who, because of a disability, requires special accommodations should contact Diane Roskom at (920) 965-6997 so arrangements can be made.*

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



SEDGHOHO COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

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**NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

**AGENDA**

**December 10, 2018**

**4:30 p.m.**

**Neville Public Museum**

**Boardroom**

**3<sup>rd</sup> floor**

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- I. Call meeting to order
- II. Approve/modify agenda
- III. Museum Directors Report
  - a. Budget Status and Update
  - b. Core Gallery Interpretive Plan Update
  - c. Outreach and Advocacy Update
- IV. Such other matters as authorized by law
  - a. Review of 2019 meeting dates
- V. Adjournment

Kevin Kuehn, Chair

*Please contact Beth Lemke at 448-7848 if you cannot attend this meeting*

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Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221  
E-mail bc\_county\_board@co.brown.wi.us

### EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman  
Patrick Buckley, Bernie Erickson, Erik Hoyer,  
Tom Sieber, John Van Dyck

### EXECUTIVE COMMITTEE

Monday, December 10, 2018

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of October 22, 2018.
- IV. Appoint members to the redistricting AD Hoc Committee meeting.

### Comments from the Public

1. Review Minutes of: None.

### Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

### Communications

3. Communication from Chairman Moynihan re: For your consideration, I ask that Brown County with the consent of a majority of its County Supervisors, provide financial assistance to the Greater Green Bay Convention & Visitor Bureau in the form of a 10-Year, Interest Free Loan in the amount of \$500,000, terms to be negotiated. Said funds would go to the GGBCVB Building Visitor Center Campaign Fund only and not to be used for any other purposes. *Referred from October County Board.*
4. Communication from Supervisor Van Dyck re: Request that the Human Resources Department hold a series of paid informational meetings during employees normal work hours at each of the major county facilities in order to review changes made to the benefits programs and to answer any questions employees may have regarding these benefits. *Referred from October County Board.*
5. Communication from Supervisor Van Dyck re: Request that the oversight committee for the Corporation Counsel be changed from the Administration Committee to the Executive Committee effective January 1, 2019. *Referred from October County Board.*
6. Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors confirm by resolution the Brown County 2018 November General Election Referendum Questions and forward said resolution to the newly elected Wisconsin governor and State legislators.
7. Communication from Supervisor Moynihan re: For your consideration, I ask that the Brown County Board of Supervisors place in ordinance form a parliamentary rule which shall amend Chapter 2.14 (10) which shall supersede Roberts Rules of Order (Chapter 2.14 (22)).
8. Communication from October Executive Committee meeting: Look at the Subcommittees that Board Staff are tasked with taking minutes at.

**Resolutions, Ordinances**

9. An Ordinance to Amend Chapter 2 (County Board of Supervisors) of the Brown County Code of Ordinances by Amending Section 2.14(17) (Regarding Reconsideration). *Referred back from November County Board.*
10. Resolution for Table of Organization Change in the Planning and Land Services Department and Authorization for Brown County to Administer, Operate and Manage the Brown County Housing Authority.
11. Resolution re: That the State of Wisconsin Fund Two Necessary Assistant District Attorney Positions.
12. Resolution re: Increasing the Reimbursement Rate for Certified Private Attorneys that Act as Public Defenders.

**Internal Auditor**

13. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans Recognition Subcommittee Budget Status Financial Report (Unaudited) for October 2018.
14. Status Update: October 1 – November 30, 2018.

**Corporation Counsel**

15. Corporation Counsel's Report.

**Department of Administration & Human Resources**

16. Director of Administration's Report.
17. Budget Status Over/Under Report as of October 2018.
18. Human Resources Report.

**County Executive**

19. County Executive's Report.

20. **Closed Session**

- a. **Open Session:** Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure.
- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Board of Supervisors shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding obtaining real estate property and investing in infrastructure.
- c. **Reconvene into Open Session:** The Brown County Board of Supervisors shall reconvene into open session for possible voting and/or other action regarding obtaining real estate property and investing in infrastructure.

**Other**

21. Such other matters as authorized by law.
22. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**AGENDA**  
Brown County  
Land Information Council  
**Wednesday, December 12, 2018**  
**1:30 PM**  
Northern Building, Room 200  
305 East Walnut Street, Green Bay WI

**ROLL CALL:**

<b>Paul Zeller</b> <i>County Treasurer</i>	_____	<b>John Rousseau</b> <i>Sheriff's Office Captain</i>	_____
<b>Bill Bosiacki</b> <i>Zoning Administrator</i>	_____	<b>Chuck Lamine</b> <i>Planning Director</i>	_____
<b>Francine Roberg</b> <i>Village of Ashwaubenon</i>	_____	<b>Cullen Peltier</b> <i>Public Safety Communications</i>	_____
<b>Norb Dantine</b> <i>County Supervisor</i>	_____	<b>Dale Raisleger</b> <i>Public Works/Highway</i>	_____
<b>Patrick Austin</b> <i>Mark D. Olejniczak Realty</i>	_____	<b>Chad Weininger</b> <i>Administration Director</i>	_____
<b>Ryan Duckart</b> <i>County Surveyor</i>	_____	<b>Terry VanHout</b> <i>Real Property Lister</i>	_____
<b>Jon Bechle</b> <i>Land &amp; Water Conservation</i>	_____	<b>Cheryl Berken</b> <i>Register of Deeds</i>	_____
<b>August Neverman</b> <i>Technology Services</i>	_____	<b>Jeff DuMez</b> <i>GIS/LIO Coordinator</i>	_____

**APPROVAL OF MINUTES**

1. Approval of the minutes from the August 9, 2018 Land Information Council meeting

**REPORTS**

2. Summary of projects
3. Update on the Land Information Strategic Initiative Grant
4. Any other reports

**NEW BUSINESS**

5. Review of changes and approval of the Brown County Land Information Council Policies and Procedures document
6. Review and approval of the Brown County Land Information Plan 2019-2021
7. Any Other Matters

Notice is hereby given that action by the Land Information Council may be taken on any of the items which are described or listed in this agenda.

ANY PERSON WISHING TO ATTEND, WHO, BECAUSE OF A DISABILITY REQUIRES SPECIAL ACCOMMODATION, SHOULD CONTACT THE BROWN COUNTY BOARD OFFICE AT 448-4015 TWO DAYS BEFORE THE MEETING SO THAT ARRANGEMENTS CAN BE MADE.

# AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY

## Nominations and Human Resource Committee

**December 13th, 2018**

**7:45 am**

**ADRC: 300 S. Adams Green Bay WI**

### AGENDA

Agenda Item	Handout	Action Required
1. Adoption of Agenda	Yes	Yes
2. Review of the minutes of Nominations and Human Resource Committee meeting of November 8th <sup>h</sup> , 2018	Yes	Yes
<b>3. Closed Session</b> Enter closed Session to consider: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session will be held: 19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility <b>Return to Open Session</b> a. Position changes b. New Board Member c. Reappoint Beverly Bartlett 2 <sup>nd</sup> term	Yes     Yes Yes	Yes     Yes Yes Yes Yes
4. Adjourn		Yes

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Larry Epstein, Chairperson  
Aging & Disability Resource Center  
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING  
300 S. Adams St. Green Bay, WI 54301**

**Thursday, December 13, 2018 8:30 a.m.**

**AGENDA**

<b>Time</b>	<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of October 25, 2018	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> <li>• Must be limited to items not on the agenda</li> <li>• State name and address for the record</li> <li>• Comments will be limited to five minutes</li> <li>• The Board's role is to listen and not discuss comments or take action on those comments at this meeting</li> </ul>		
8:42	6. Finance Report <ul style="list-style-type: none"> <li>a. Review and approval of October 2018 Finance Report</li> <li>b. Review of Restricted Donations</li> </ul>	Yes Yes	Yes Yes
8:50	7. Nominations and HR Committee Report <b>Closed Session</b> Enter closed Session to consider: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session will be held: 19.85 (1) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility <b>Return to Open Session</b> <ul style="list-style-type: none"> <li>a. Director Evaluation</li> <li>b. New Board Member</li> <li>c. Reappoint Beverly Bartlett to 2<sup>nd</sup> term</li> <li>d. Position Changes</li> </ul>	Yes  Yes Yes Yes	Yes  Yes Yes Yes Yes
9:30	8. Directors Report <ul style="list-style-type: none"> <li>a. Sherry Schuelke , DHS Regional Quality Specialist, site visit and message to the board</li> <li>b. Pulaski Plan Amendment for partnership (continue temp until plan implementation)</li> <li>c. Thank you Larry and Melanie</li> <li>d. New Board Membership List and Committee Appointments</li> </ul>		
10:20	9. Legislative Updates		



10:22	10. Announcements		
10:25	11. Next Meeting – January 24, 2019		
10:30	12. Adjourn		Yes

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Larry Epstein, Chairperson  
Aging & Disability Resource Center of Brown County

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**BROWN COUNTY FIRE INVESTIGATION TASK FORCE  
BOARD OF DIRECTORS**

**AGENDA**

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force will be held on Thursday, December 13, 2018, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

- ITEM #1. Adoption of the Agenda
- ITEM #2. Review Minutes of Previous Meeting
- ITEM #3. Report of General Membership Coordinator
- ITEM #4. Financial Report
- ITEM #5. Old Business
  - A. Disposition of Case Proceedings
  - B. Approve Purchase of a Truck Bed for the Newly Designated Smokehouse Tow Vehicle
  - C. Update on Recent Fire Investigator Interviews
  - D. BATS Update
- ITEM #6. New Business
- ITEM #7. Report of Juvenile Firesetter Program Coordinator
- ITEM #8. Other Matters
- ITEM #9. Set Date, Time, and Location of Next Meeting
- ITEM #10. Adjourn

Eric Dunning, Chairperson of the  
Board of Directors  
Brown County Fire Investigation Task Force

**BROWN COUNTY HEALTH & HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Erik Pritzl, Executive Director

**MEETING OF THE HUMAN SERVICES BOARD**

**Thursday, December 13, 2018**

**5:15 PM**

**SOPHIE BEAUMONT BUILDING  
111 N JEFFERSON ST; BOARDROOM A  
GREEN BAY, WI 54301**

**AGENDA**

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of October 11, 2018 Human Services Board Meeting.
4. Introduction of New Hospital & Nursing Home Administrator.
5. Executive Director's Report.
  - a. November report\*
  - b. December report\*
6. CTC Administrator Report including NPC Monthly Report.
  - a. November report\*
  - b. December report\*
7. Re-appointment of Dr. Josefina Rodriguez, Psychiatrist, to the Medical Staff at CTC.
8. Naming the Training Room located at CTC.
9. Financial Report for Community Treatment Center and Community Services
  - a. November report\*
  - b. December report
10. Statistical Reports.
  - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Center.
    - i. November report\*
    - ii. December report\*
  - b. Child Protection – Child Abuse/Neglect Report.
    - i. November report\*
    - ii. December report
  - c. Monthly Contract Update.
    - i. November report\*
    - ii. December report\*
11. Request for New Non-Continuous Provider & New Provider Contract.
  - a. November report\*
  - b. December report\*

**Human Services Board Members:**

Tom Lund, County Board Supervisor & Board Chair  
Aaron Linssen, County Board Supervisor  
Alex Tran, County Board Supervisor  
Paula Laundrie, Citizen Board Member & Vice Chair  
Carole Andrews, Citizen Board Member

Jesse Brunette, Citizen Board Member  
JoAnn Grashberger, Citizen Board Member  
Craig Huxford, Citizen Board Member  
Susan Hyland, Citizen Board Member

## BOARD OF SUPERVISORS

Brown County



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### EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair  
Paul Ballard, Vice Chair  
David Landwehr, Kathy Lefebvre, Ray Suennen

### **SPECIAL EDUCATION & RECREATION COMMITTEE**

**THURSDAY, DECEMBER 13, 2018**

**5:30 p.m.**

**Room 200, Northern Building  
305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

**\* NOTE DATE, TIME AND LOCATION \***

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.

### **Comments from the Public**

### **Park Management**

1. Request for Approval: RFP for Harbor Design and Park Planning for Cecil Depeau Bay Shore County Park, Project #2277.
2. Budget Adjustment Request (18-125): Any increase in expenses with an offsetting increase in revenue.

### **Other**

3. Such other matters as authorized by law.
4. Adjourn.

John Van Dyck, Chair

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## **EDUCATION & RECREATION COMMITTEE**

John Van Dyck, Chair  
Paul Ballard, Vice Chair  
David Landwehr, Kathy Lefebvre, Ray Suennen

### **EDUCATION & RECREATION COMMITTEE**

**THURSDAY, DECEMBER, 2018**

**5:45 p.m. or to follow Special Ed & Rec**

**Room 200, Northern Building**

**305 E. Walnut Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION  
ON ANY ITEMS LISTED ON THE AGENDA**

**\* NOTE DATE, TIME AND LOCATION \***

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 11, 2018.

### **Comments from the Public**

### **Consent Agenda**

1. Library Board of August 14, Special August 23 and September 25, 2018.
2. Neville Public Museum Governing Board of October 8 and November 12, 2018.
3. Golf Course Budget Status Financial Report for October 2018 – Unaudited.
4. Library Reports for September and October 2018.
5. Museum Budget Status Financial Report for September and October 2018 – Unaudited.
6. Parks Department Budget Status Financial Report for October 2018 – Unaudited.
7. NEW Zoo Budget Status Financial Report for September and October 2018 – Unaudited.
8. Audit of Bills.

### **Discussion / Presentation Items / Superintendent's Report / Director's Report**

#### **Library**

9. Director's Report.

#### **Museum**

10. Director's Report.

#### **Golf Course**

11. Superintendent's Report.

#### **NEW Zoo**

12. Director's Report.

### **Park Management**

13. Director's Report.

### **Action Items**

14. Fairgrounds Master Plan Presentation by Rettler Corporation - Request for Approval of the Master Plan.
15. Communication from Supervisor Lefebvre re: The Brown County Board needs to do a five year plan regarding budgets. The County needs to set and prioritize which department needs more attention (money and staff) – 1 to 10 (department ranked) on this need. This way we will know what department needs will be in the future with department moving up and down on the scale. *Referred from October 17<sup>th</sup> County Board.*
16. Communication from Supervisor Van Dyck re: Request that the Brown County Golf Course Superintendent facilitate the listing and ultimate sale of the unused property adjacent to and owned by the Brown County Golf Course. *Referred from October 31<sup>st</sup> County Board.*

### **Other**

17. Such other matters as authorized by law.
18. Adjourn.





John Van Dyck, Chair

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## DECEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Public Safety 4:00 pm Admin Cmte 5:30 pm	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b> Executive Cmte 5:30 pm	<b>11</b>	<b>12</b>	<b>13</b> Ed & Rec 5:30pm	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> Veterans Recognition Subcmte 4:30 pm	<b>19</b> <b>Board of Supervisors</b> 6:00 pm	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> <b>County Board Office</b> <i>Closed</i>	<b>25</b> <b>County Board Office</b> <i>Closed</i>	<b>26</b> Human Services 6:00 pm <i>Tentative</i>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b> <b>County Board Office</b> <i>Closed</i>	*There is a possibility that a Human Services Committee meeting will be held in December; watch future calendars for this.				

## **BROWN COUNTY COMMITTEE MINUTES**

- Aging & Disability Resource Center (September 27, 2018)
- Aging & Disability Resource Center – Nomination and Human Resources Committee (October 25, 2018)
- Fire Investigation Task Force Board of Directors (September 12, 2018)
- Fire Investigation Task Force General Membership (September 6, 2018)
- Land Information Council August 9, 2018 (Draft)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**



**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**  
**September 27, 2018**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Randy Johnson, Bev Bartlett, Melanie Maczka, Linda Mamrosh, Mary Johnson, Mary Derginer, Debi Lundberg, Megan Borchardt, Tom Smith, Sam Warpinski

**EXCUSED:** Arlie Doxtater

**ABSENT:** Amy Payne

**ALSO PRESENT:** Laurie Ropson, Debra Bowers, Devon Christianson, Christel Giesen, Kristin Willems, Jennifer Hallam-Nelson, Denise Misovec, Allyson Crass, Jeremy Slusarek

The meeting was called to order by Chairperson, Epstein at 8:34 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF August 23, 2018:**

Ms. Lundberg/Supervisor Borchardt moved to approve the minutes of August 23, 2018 **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:**

None

**FINANCE REPORT:**

**REVIEW AND APPROVAL OF FINANCE REPORT – August 2018:**

Ms. Bowers referred to the 2018 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for the month of August.

Ms. Bartlett/Ms. Derginer moved to approve the Finance Report – August 2018. **MOTION CARRIED.**

**REVIEW OF RESTRICTED DONATIONS:**

No restricted donations received in the month of September.

**ADJUSTMENTS TO THE FINAL BUDGET: COUNTY EXECUTIVE BUDGET AND ADRC BUDGET:**

Ms. Bowers explained that there were no changes to the ADRC from the County Executive. Ms. Bowers pointed out that the ADRC did receive an adjusted Levy amount for 2019 related to previous year's expenses.

Ms. Finder-Stone/Mr. Johnson moved to approve the final 2019 ADRC Budget. **MOTION CARRIED.**

**STAFF REPORT: ADRC PROGRAM COORDINATION: JEREMY SLUSAREK**

Mr. Slusarek explained that for him, 2018 was a year of change. Mr. Slusarek reviewed the goals for programming in 2018 including increasing building exposure, developing the Grounded Café, supporting rural dining site reorganizations, and evaluating current programming at the downtown location. Mr. Slusarek reviewed the changes to congregate dining in Denmark and Pulaski. Mr. Slusarek then shared that one big change this year was the discontinuation of BINGO programming at the ADRC. "From Above Bakery" on Green Bay's West side will be the new site for this group beginning

in October 2018. Mr. Slusarek was happy to report that really positive change has happened this year in the Grounded Café. With the hiring of new Café Leaders, there have been many food options added to the menu, they are doing much more outreach and marketing in the community and there is an additional focus on training of the volunteers as well. Mr. Slusarek thanked the ADRC Board of Directors for their support in 2018 and patronage to the Grounded Café and then introduced Chanda Foley to update the board in more detail. Ms. Foley was hired as a Grounded Café Lead in June 2018 and she has a pastry chef background. Ms. Foley explained that the Grounded Catering service is growing quickly. She shared some of the groups and businesses that have been placing catering orders including; Green Bay Public Schools, Schreiber Cheese and the Green Bay Mayor's office. Ms. Foley also shared that 80% of the pre-made bakery has been phased out and is now being baked fresh in-house. Teaching the volunteer trainees how to bake has also provided additional skills that can be added to their resume when looking for employment. Ms. Foley shared success stories from the café including adding new programming such as "Miss Amazing", and "Open Mike Night" Karaoke. Ms. Foley shared that there has also been live music on Saturdays that the public has enjoyed and has been successful in bringing customers in. Ms. Foley also shared that the café is now meeting or exceeding sales goals consistently and they have noticed that there are now "regulars" coming to Grounded Café for their coffee and breakfast or lunch.

## **DIRECTORS REPORT:**

### **A. LOAN CLOSET UPDATE:**

Ms. Christianson shared the history of the loan closet and referred to the handout that shows types of items that are loaned out and the revenue that is brought in for the donations that are collected for the Loan Closet. She also pointed out that this revenue helps but does not cover the cost of maintenance and cleaning of the items or administration of the program. Ms. Christianson shared that the loan closet brings in a high number of people to the ADRC and there is still a need for this service in the community. However, the inventory has become extremely large with over 5000 items that are on record, either loaned to customers or in inventory at the ADRC. A community loan closet may be a solution, but other agencies will need to participate. There is also concern that if the loan closet is not at the ADRC a very large number of people would no longer be walking through the ADRC's doors and may be aware of the additional resources that could potentially be provided to them. Ms. Christianson shared the partnership with the Lion's Club has been very important as well. Ms. Christianson also shared that the remodel of the 2<sup>nd</sup> half of the building is on hold until a decision about the future of the loan closet is decided. Many additional ideas were discussed and additional conversation ensued.

Mr. Epstein requested that a task force/committee be created to review all of the options in order to make the best decision for the public and the agency. It was explained that there has been a community loan closet committee started and there is an internal ADRC loan closet committee that meets regularly. Bringing these together in the future may be a great option as decisions need to be made.

### **B. POSITION CHANGES & TABLE OF ORGANIZATION:**

Ms. Christianson referred to the Resource Specialist Vacancy Planning handout. She explained that 50% of this position was conducting and coordinating outreach presentations in the community. Ms. Christianson shared that the outreach duties of the vacated Resource Specialist position duplicate the duties of the newly created, approved Outreach Specialist position and therefore the outreach duties portion of the Resource Specialist position will shift to the Outreach Specialist when the position is filled. The other 50% of the Resource Specialist's time was spent updating the resource directory adding the lion's share of resources in the 211 database. This position also is responsible for updating resources for the agency to share with customers. Now that this position is vacant, Ms. Christianson is proposing to delete the Resource Specialist Position and create a Resource Assistant position at 30 hours per week reporting to the Information and Assistance Coordinator. This position will update the 211 database, add and ensure agency resources are up to date and correctly branded and will also provide expertise with cases on hard to find resources with Information and Assistant colleagues.

Ms. Christianson shared that succession planning in the accounting department is an important focus. Ms. Christianson plans that with the savings from Resource Assistant position (from 40 to 30 hours) the ADRC will add

another Office Assistant and leave the Switchboard/Reception vacant, the ADRC would then be able to shift 30 hours of one office assistant for accounting duties with 10 hours a week still supporting prevention.

Ms. Finder-Stone/Ms. Lundberg moved to delete the Resource Specialist position from the table of organization. **MOTION CARRIED.**

Ms. Lundberg/Mr. Smith moved to add the Resource Assistant position to the table of organization reporting to I&A Coordinator. **MOTION CARRIED.**

Ms. Derginer/Mr. Smith moved to approve the Community Outreach Specialist position as a 40 hour/week position at \$25.24 an hour - grade 12 as recommended by Brown County HR. **MOTION CARRIED.**

**C. PULASKI MEAL SITE CLOSURE:**

Ms. Christianson shared that a requirement from GWAAR is to submit intent to close congregate dining at the Pulaski Meal Site on January 1, 2019.

Mr. Johnson/Ms. Lundberg moved to approve the Pulaski Congregate Meal Site Closure as of 1/1/2019. **MOTION CARRIED.**

**D. PUBLIC HEARING FEEDBACK:**

Ms. Christianson shared that 2 from the public attended the public hearing. Ms. Christianson has written the responses to feedback from the hearing and submitted to GWAAR. Ms. Christianson explained that feedback from the hearing validates the goals that are included in the next 3 Year Aging Plan.

**LEGISLATIVE UPDATES:**

**ANNOUNCEMENTS:**

Ms. Zander from GWAAR will be at the ADRC on October 2, 2018 for advocacy training and discuss advocacy. The Board is invited to join in the discussion.

Ms. Hallam-Nelson shared a pilot initiative to fill transportation gaps for the aging population and for those with disabilities. They would be able to purchase vouchers for 50% of face value that would be accepted for payment by private transportation companies that wish to participate. This would assist people in rural communities and provide more transportation options on nights and on weekends.

Ms. Willems asked that the Nominations & Committee meet at 8:00 AM on 10/25/18 before the October full Board meeting.

**NEXT MEETING** – October 25, 2018 is the next ADRC Board of Directors Meeting.

**ADJOURN:**

Mr. Johnson/Mr. Smith moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:35 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Services Coordinator

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
NOMINATING & HUMAN RESOURCES MEETING**

**October 25, 2018**

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Bev Bartlett, Mary Derginer, Mary Johnson, Debi Lundberg, Tom Smith

**EXCUSED:**

**ALSO PRESENT:** Devon Christianson, Kristin Willems

The meeting was called to order by Chairperson Epstein at 7:59 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA:** Ms. Derginer/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF February 22, 2018:**

Ms. Lundberg/Mr. Smith moved to approve the minutes of the February 22, 2018 Nominations and Human Resource Committee meeting. **MOTION CARRIED.**

**Review and Approval of table of organization changes:**

**A. Dining Site Attendant-new position:**

Ms. Christianson referred to the Dining Site Attendant Job Description hand-out. Ms. Christianson explained that in the past this position was covered through the Senior Service work program, but it has been increasingly difficult to have a consistent worker to oversee the daily congregate meals for ADRC customers. Therefore the maintenance assistant has needed to step in to assist on an almost daily basis to cover. Ms. Christianson would recommends hiring a part-time attendant as the dining site has been busier and to alleviate work for the maintenance assistant.

Mr. Smith/Ms. Bartlett made a motion to move to approve new Dining Site Attendant Position. **MOTION CARRIED.**

**B. OAA Allocation Update-initial overview:**

Ms. Christianson explained that for the first time in many years, the ADRC received additional federal funding (Older Americans Act) dollars were received. Ms. Christianson explained that she has been working with the leadership team to discuss where monies will be most effectively spent for 2018 and then in coming years. Ms. Christianson will present a formal recommendation to the HR & Nominations Committee for approval at the November 8<sup>th</sup>, 2018 meeting.

**Recommended New Board Members and Slate of Officers:**

Ms. Christianson shared that she had talked with board members and the 2019 Slate of ADRC Officers is proposes as follows:

- Pat Finder-Stone – Chairman of the Board to replace exiting Chair- Larry Epstein
- Randy Johnson-Vice Chairman
- Mary Derginer-Treasurer

- Bev Bartlett-Secretary

Ms. Christianson then referred to the application for Dennis Rader to the ADRC Board of Directors. Mr. Rader is a retired attorney who specialized in labor law. Mr. Rader is on the board of directors at Casa Alba and is also a member of the BACC (Bay Area Community Council).

Ms. Bartlett/Mr. Smith moved to approve Dennis Rader to the ADRC Board of Directors and to approve the 2019 ADRC Board Slate of Officers. **MOTION CARRIED.**

**ADJOURN:**

Mr. Smith/Ms. Derginer moved to adjourn. **MOTION CARRIED.**

The meeting adjourned at 8:18 a.m.

Next meeting is on November 8, 2018 at 9:30 AM.

Respectfully submitted,

Kristin Willems  
Administrative Services Coordinator

# PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

## BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on Wednesday, September 12, 2018, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Todd Delain, Eric Dunning, David Lasee, Joe Patenaude, Rob Goplin, Paul Ebel, David Poteat

Excused: Glenn Deviley, Alan Matzke

Item #1. Adoption of the Agenda.

Motion made by Delain and seconded by Lasee to adopt the second agenda that was sent out in which an item was added to Item #6. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion made by Delain and seconded by Patenaude to approve the minutes from the previous meeting on June 14, 2018. **Motion carried.**

Item #3. Report of General Membership Coordinator.

Patenaude reported the General Membership meeting was last week; however, he was unable to attend. Petra Schwab from the Medical Examiner's Office gave a presentation for the training portion of the meeting. The Task Force was called out to two fires since the last meeting:

- CTH EE/Overland Rd., Hobart (barn) – The Task Force did not need to be called out on this. It was not suspicious.
- 353 W. Pulaski St., Pulaski (garage) – Juveniles playing with stick lighter.

Patenaude stated the General Membership had a question about if De Pere or Green Bay Fire JFS interviewers could be utilized by the Task Force outside of their jurisdictions since the Task Force doesn't have any trained JFS personnel at this time. Goplin said there wouldn't be a problem with a request for his JFS interviewer, who is currently Cody Johnson. Delain stated if there would be a bill for this, the Task Force would pay it.

Patenaude stated they are working on the grant application to State Farm for respirators. We won't find out until the end of the first quarter 2019 if we get it.

**Item #4. Financial Report.**

Delain reported a balance of \$20,224.67 in the budget. Motion made by Goplin and seconded by Patenaude to approve the financial report. **Motion carried.**

**Item #5. Old Business.**

A. Disposition of Case Proceedings.  
There was nothing to report.

B. Tow Truck for Smokehouse.  
Green Bay Metro Fire has offered their old water rescue truck, a Chevy  $\frac{3}{4}$  ton, to the Task Force. Goplin states it should be ready for use by the end of September.

Delain stated he saw a used service body box for sale at Rollin-On. After discussion, motion was made by Goplin and seconded by Delain to authorize up to \$4,900 to purchase, paint and install the used service body box based on GBMFD mechanic's recommendation. **Motion carried.** A second motion was made by Goplin and seconded by Delain to call a special meeting if purchasing the used service body doesn't work out. **Motion carried.**

C. BATS Update.  
Patenaude stated Dhuey wants to look into this program further before anything is done. Motion made by Delain and seconded by Lasee to table this until the next meeting. **Motion carried.**

**Item #6. New Business.**

A. Fire Investigation Task Force Membership Application.  
Dunning received an application from Cody Johnson from Green Bay Metro Fire. He would like to send another posting for applicants to all fire and police chiefs. It was suggested there be two separate postings for levels I/II and III/IV.

**Item #7. Report of Juvenile Firesetter Program Coordinator.**

Patenaude will talk to Goplin about having Cody Johnson talk with the juveniles involved in the Pulaski fire.

**Item #8. Other Matters.**

Goplin stated the smokehouse is nearing its end and maybe has another year or so left. He will talk to Fond du Lac to see what they purchased. It was discussed that maybe we need to check

into other avenues other than a smokehouse and get information on what is the current practice. It was suggested that a committee be formed and give them direction on what we want. Goplin stated he will bring this up at the fire chiefs and MABAS meeting tomorrow night.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting was set for Thursday, December 13, 2018, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #10. Adjourn.

Motion made by Delain and seconded by Patenaude to adjourn the meeting. **Motion carried.** The meeting adjourned at approximately 10 a.m.

Respectfully submitted,

Marsha Laurent  
Recording Secretary



# PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

## GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on Thursday, September 6, 2018, at 7:00 p.m., at De Pere Fire Station #1, 400 Lewis St., De Pere, WI.

Present: Tom Hendricks, Jeff Janiak, Angie Cali, Cody Johnson, Greg Dougherty, Glenn Deviley, Bill Tews, Gregg Staszak, Kevin Tielens, Tyler Jonet, Terry Rottier, Eric Johnson, Kevin Krueger, Aaron Anderson

### Item #1. Adoption of Agenda

Motion was made by Dougherty and seconded by Tielens to adopt the agenda. **Motion carried.**

### Item #2. Review Minutes of Previous Meeting

Motion was made by Anderson and seconded by Janiak to approve the minutes from the last meeting on May 31, 2018. **Motion carried.**

### Item #3. Report of Task Force Activities

Hendricks reported that the Task Force was called out to two fires since the last meeting:

CTH EE/Overland Rd., Hobart (barn) – The reason the Task Force was called was because it was thought a fatality was involved, but it turned out to be someone who had a heart attack in the residence.

353 W. Pulaski St., Pulaski (garage/accidental) – Started by juveniles playing with a stick lighter.

### Item #4. Old Business

1. Spring Conference.
  - a. Discuss Value of Presentation.

A comment was made that it was too long to listen to one person talk about one subject.
2. FIT Recertification.

Hendricks reminded those who have their recertification coming due, to get that done.
3. Board of Directors June Meeting.
  - a. On-Call System

The Board is looking at setting up a call-out system similar to that of the Hazmat Team.

b. Inventory.

Patenaude will assign two investigators a month to inventory the rig.

c. BATS.

The Task Force is looking at implementing the BATS program, a databank program used by ATF and law enforcement nationwide. It is very useful in checking to see if someone has a prior fire-setting history. The Board of Directors needs to clear it with the district attorney.

Item #6. New Business

1. Brandon Dhuey Returns as Coordinator and Joe Patenaude as Assistant/Training.

Dhuey is now back as the coordinator and Patenaude the assistant coordinator/training.

2. Call-Out Procedures.

After discussion on what the Board of Directors has proposed, it was felt that more discussion is needed on this. It was mentioned that some investigators' work schedules vary and that some might have children's school activities to attend, so setting a schedule could be difficult. It was brought up that Green Bay is not going out on calls as they don't feel it benefits them since they do their own fire investigations. It was also noted that the call-out list needs to be updated.

3. Monthly Inventory.

Patenaude created a schedule assigning two investigators per month to do inventory/maintenance of the rig starting in September. An inventory checklist is in the rig. He expects it to take about an hour and you will get paid for this.

4. 2019 Meeting Days (Best Day of the Week).

It was agreed that Tuesdays would work best for General Membership meetings. This will start in 2019.

5. State Farm Insurance Grant for Respirators.

State Farm has a grant available that could allow the Task Force to get respirators for every investigator. Someone on the Task Force is working on the grant application. There are some respirators on the rig now. It is recommended that you wear one during fire investigations.

Item #7. Juvenile Firesetter Business

No juvenile firesetter business to report. Per Deviley, a JFS course is planned for the spring seminar in June. There was a question if the JFS interviewers from De Pere and Green Bay can

be utilized countywide since the Task Force does not have any. This will be brought to the Board of Directors.

Item #8. Other Business

Deviley stated he is putting together a training session to be held sometime between now and February. If you have any specific training you would like, let him know.

Item #9. Date, Time and Location of Next Meeting

The next meeting is set for Thursday, December 6, 2018, at 7:00 p.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, Wisconsin.

Item #10. Training

Petra Schwab from the Medical Examiner's Office gave a presentation after the business portion of the meeting.

Respectfully submitted,

Marsha Laurent  
Recording Secretary

**DRAFT**  
**MINUTES**

Brown County  
Land Information Council  
Thursday, August 9, 2018  
1:30 PM  
Northern Building, Room 200  
305 East Walnut Street, Green Bay WI

**ROLL CALL:**

<b>Paul Zeller</b> <i>County Treasurer</i>	Exc	<b>John Rousseau</b> <i>Sheriffs Office Captain</i>	X
<b>Bill Bosiacki</b> <i>Zoning Administrator</i>	Exc	<b>Chuck Lamine</b> <i>Planning Director</i>	X
<b>Francine Roberg</b> <i>Village of Ashwaubenon</i>	X	<b>Cullen Peltier</b> <i>Public Safety &amp; Communications</i>	Exc
<b>Norb Dantine</b> <i>County Supervisor</i>	Exc	<b>Dale Raisleger</b> <i>Public Works/Highway</i>	X
<b>Patrick Austin</b> <i>Mark D. Olejniczak Realty</i>	Exc	<b>Chad Weininger</b> <i>Administration Director</i>	Exc
<b>Ryan Duckart</b> <i>County Surveyor</i>	X	<b>Terry VanHout</b> <i>Real Property Lister</i>	X
<b>Jon Bechle</b> <i>Land &amp; Water Conservation</i>	X	<b>Cheryl Berken</b> <i>Register of Deeds</i>	X
<b>August Neverman</b> <i>Tech Services Director</i>	X	<b>Jeff DuMez</b> <i>GIS/LIO Coordinator</i>	X

Also present: Laura Workman (Technology Services), Kathy Meyer (Planning & Land Services), Sara Frisque (Register of Deeds).

**APPROVAL OF MINUTES**

1. **Introductions:** Welcome new members.
2. **Approval of the minutes from the July 27, 2017 Land Information Council meeting**

A motion was made by D. Raisleger to approve the minutes of the July 27, 2017 Land Information Council meeting. The motion was seconded by C. Berken. Vote taken. The minutes were approved unanimously.

**REPORTS**

3. **Status of projects identified in the 2016-2018 Land Information Plan**

J. DuMez provided a brief update on the projects in the 2016-2018 Land Information Plan.

**Project #1:** Replacing the legacy Land Records System: (Replacement of our AS/400)

J. DuMez stated that in October we plan to "turn the keys" on the new system (GCS/LandNav). J. DuMez indicated that data conversion is being worked out, and are in testing/training phase now. T. VanHout stated that Zoning will convert to the new system when Property Listing does. J. DuMez indicated that this will be different/a big change in how the public sees the data, our website (search page will be different), but the new system will offer more functionality for the public.

C. Lamine recognized and thanked Beth Rodgers for her management on this project.

Discussion occurred on the new land records rollout, introduction and training to public.

Project #5: Next Generation 911/Computer Aided Dispatch system. J. DuMez stated that this project has been keeping him very busy as well as others and stated the work done will benefit everyone. There was a lot of data clean-up, updates and reformatting that needed to be done.

Project #11: Update GIS server hardware. Another large project. We had a server replacement at the beginning of this year. J. DuMez explained that we won't have as many outages as we have had in the past. Now if a server goes down the other server picks up. J. DuMez thanked the T.S. staff for their work on this project.

J. DuMez stated that many of the projects in the Land Information Plan are completed.

The current plan is winding down and J. DuMez is working on a new plan which will cover 2019-2021.

A motion was made by T. VanHout to receive and place on file the status of projects identified in the 2016-2018 Land Information Plan. The motion was seconded by A. Neverman. Vote taken to receive and place on file.

#### **4. Development of the 2019-2021 Land Information Plan**

J. DuMez stated that this plan is required by state statute. The state's format that requires us to use is both a report and a plan, and is a fairly lengthy document. J. DuMez also stated that by state statute any time spent on land information dollars needs to be in the plan.

J. DuMez indicated that the new Land Information Plan needs to be completed by the end of this year. J. DuMez stated he will be reaching out to council members about projects we envision completing over the next three years.

#### **5. Any other reports**

None.

### **NEW BUSINESS**

#### **1. Election of Land Information Council Officers**

C. Lamine opened up the floor for nominations for Chair and Vice Chair.

Nominations for Chair were opened. T. VanHout nominated C. Lamine to continue as Council Chair. Motion to close nominations for Chair by J. DuMez, seconded by C. Berken. Vote taken. C. Lamine's nomination to continue serving as Chair was approved unanimously.

Nominations for Vice Chair were opened. C. Lamine nominated C. Berken to be Vice Chair. Motion to close nominations for Vice Chair by T. VanHout, seconded by D. Raisleger. Vote taken, C. Berken was unanimously approved to be the Council's Vice Chair.

## **2. Review and approval of the Land Information 2019 budget.**

J. DuMez reviewed the proposed 2019 Land Information budget summary.

J. DuMez stated that the estimated 2018 year-end fund balance will be approximately \$77,000, which will carry over into 2019. J. DuMez summarized the 2019 revenues and expenses from the summary sheet. J. DuMez stated that the anticipated 2019 fund balance will be around \$138,000.

C. Lamine explained that any excess funds are put towards the LIO budget rather than the general fund in an effort to try to build the LIO account back up. C. Lamine stated that the GIS Specialist position has been vacant for a number of years. C. Lamine stated that the county, as a whole, is at risk without a back-up for Jeff as many people, both internal and external, are dependent on the data and access to it.

C. Berken stated that real estate documents are down this year. C. Berken handed out spreadsheets depicting real estate documents from 2015 to present.

On the 2019 Land Information Proposed Budget Summary sheet, under 2019 Revenues, it should read **"Projected 2019 revenue"** (not 2018).

A motion was made by A. Neverman to approve the Land Information 2019 budget as amended. The motion was seconded by T. VanHout. Vote taken, the Land Information 2019 budget was approved unanimously.

## **3. Any other matters.**

Brown County WI Land Information Council Policies and Procedures. Jeff distributed copies of the policies and procedures to the council members for discussion on updating the document.

Jeff stated that this document was put together by his predecessor and that this council reviewed and adopted it several years ago.

Jeff asks council members to review for any suggested changes and let him know. Jeff will put on the agenda for formal action at a future meeting.

Next meeting. Jeff indicated that the next meeting will be scheduled sometime in October.

Motion by C. Berken to adjourn. The motion was seconded by D. Raisleger. Vote taken and carried unanimously. Meeting adjourned.

Meeting adjourned at 2:35 p.m.